



# Community Advisory Team Charter

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WESTMINSTER BOULEVARD DRINKING WATER PROJECT

City of Westminster



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# Background

The City is making significant progress on the future of water in Westminster. Over the past few years, under City Council’s guidance, the City reevaluated options for Westminster’s new drinking water facility to better balance the need for clean, safe, and affordable water. On April 24, 2023, City Council adopted Resolution 13 which directed City staff to pursue the construction of a drinking water facility along Westminster Boulevard. Design work has begun, and the City anticipates work will begin later this summer.

The nearly yearlong reevaluation of the original drinking water facility project focused on ‘right-sizing’ the facility and associated infrastructure, which originally had an inflation-adjusted cost of over \$300 million. With up to \$100 million of potential cost savings, the new right-sized project will ensure the community continues to have clean, safe, and affordable drinking water for generations to come. The water rate structure approved by City Council in 2022 incorporates the necessary funding for the right-sized water treatment facility option.

With the approval of the land acquisition, City Council cleared the way for a right-sized water treatment facility to be built on the 40 acres along the east side of Westminster Boulevard north of 98th Avenue. The proposed drinking water facility will provide Westminster the flexibility to respond to future state and federal clean water regulations, treat for wildfire conditions and replace treatment facility infrastructure over time while providing a continuous drinking water supply to Westminster’s drinking water customers.

## Location of Drinking Water Facility

The new facility would be built east of Westminster Boulevard between 98<sup>th</sup> Avenue and 104<sup>th</sup> Avenue.

## Map of the Project Site and Surrounding Area



## Purpose and Responsibilities

The Westminster Boulevard Drinking Water Community Advisory Team is comprised of engaged residents and business owners who represent a diverse, cross section of the community. The team will work closely with the City of Westminster on key policy discussions related to the new drinking water facilities. The group shall limit its activities to advising on matters that directly impact the community, including the appearance, aesthetics, and community amenities of the facility. This does not include technical components of the facility. The group shall have no legal responsibilities and is formed to give advice, recommendations and represent the overall viewpoints of the community and related stakeholders. It cannot compel staff to act on its recommendations or feedback.

The Community Advisory Team shall:

- Be comprised of a diverse range of individuals acting as a representative of community groups and share varying community views.
- Bring ideas and actively participate by respectfully:
  - Providing input and knowledge toward specific topics.
  - Providing staff with feedback about the development of key aspects of the new facility.
- Be available.
- Focus on the task at hand.
- Serve as a project partner.
- Share information as applicable.

Specific areas of work of the Community Advisory Team may include:

- Assessing the impact(s) of facility attributes on the surrounding community.
- Serving as advocates for the project.
- Identifying areas of improvement to better serve the community as relates to appearance, aesthetics and amenities.
- Representing the community's viewpoints.

Benefits as a group member:

- Influencing the development of the facility.
- Complementing the skills of the design team.
- Opportunities to share expertise, insights and experiences to develop a better facility.
- Valuable networking opportunities.
- Engaging in strategic dialogue and discussions to help shape the future of Westminster.

## Exclusions

### Decision Making

Team members shall have no power to make final decisions about the project design or operations. Input, opinions, and guidance will be considered in the design of the project but is not guaranteed to be included.

### Spokesperson

Team members shall not represent or speak on behalf of the City of Westminster. This includes speaking to the media or discussing confidential business matters with employees, vendors, or the public.

## Collaborative Decision-Making

The following guidelines will be used to encourage productive deliberations and decision-making. Members of the Community Advisory Team will commit to “best efforts” at following them:

It is crucial that everyone has a chance to be heard and to hear others.

- Pay attention to what is being discussed in the meeting and avoid separate conversations or distractions (phone calls, etc.).
- Allow people to speak and refrain from interrupting others.
- Be brief and speak to the point.
- Be respectful and polite.

It is important to find creative, innovative solutions.

- Avoid judging ideas prematurely and try to remain open minded.
- Look for ways to improve ideas.
- Promote positive behaviors.

Differences are inevitable; however, they should be focused on the issues involved rather than on the people holding a particular view.

- Address one another in respectful ways.
- Clearly articulate, after deliberation and when appropriate, whether a particular recommendation can be supported.

## Membership

### Composition

The Community Advisory Team shall consist of community members that directly represent the interests of various community groups. Members shall be selected and appointed by City staff. Committee members shall constitute a cross section of the community, including, but not limited to, the surrounding neighborhood, water advocates, frequently underrepresented groups, the business community, and open space.

### Members

Organization/Neighborhood	Contact	Representative Group
Environmental Advisory Board (1)	Paul Farquhar	Environmental
Butterfly Pavilion	Amy Yarger	Business/Environmental
Hyland Village	Sandy Johnson	Residents/Neighborhood
Hyland Village	Lisa Reed	Residents/Neighborhood
Hyland Village	Robin Nelson	Residents/Neighborhood
Hyland Village	Harald Stark	Residents/Neighborhood
Waverly Acres	Robert Farnes	Residents/Neighborhood
Waverly Acres	Sarah Keith	Residents/Neighborhood
Hyland Greens	Pamela Moores	Residents/Neighborhood
Northpoint Center business (PAM Health Rehabilitation Hospital)	Angie Johannson	Business

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New Beginnings Childcare	Allison	Business
City of Westminster	Councillor Carmelia	City Council

## Oversight

Name	Organization	Role
Sara Stiehl	City of Westminster	Sponsor
Stephanie Bleiker	City of Westminster	Program Manager
Gracie Bingham	City of Westminster	Support
Tara Bettale	HDR	Facilitator
Aimee Housh	HDR	Support

## Schedule

The Community Advisory Team will be updated no more than once a month (typically bimonthly) on a day determined by the team members and the City. Team members will have opportunities to provide feedback and input as applicable. Meetings may be canceled if there is nothing new to update.

I, \_\_\_\_\_, agree to uphold and follow the duties and guidelines outlined in this charter.

\_\_\_\_\_  
signature